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Virginia Bureau of Insurance

Review Requirements Checklist

1300 East Main Street  
Richmond, VA 23219

Effective as of: December 1, 2005

LINE OF BUSINESS: Boiler & Machinery

LINE(S) OF INSURANCE  
Boiler and Machinery

CODES  
27.0000

Code: 27.0000

IF CHECKLIST IS NOT APPLICABLE, PLEASE EXPLAIN:

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THIS NAIC PRODUCT REVIEW REQUIREMENTS CHECKLIST CONTAINS ADMINISTRATIVE FILING REQUIREMENTS. DETAILED INFORMATION PERTAINING TO LEGAL REQUIREMENTS ARE CONTAINED IN THE NAIC PRODUCT REQUIREMENTS LOCATOR (PRL). SELECT THE COMMERCIAL BOILER AND MACHINERY PRL FROM THE LINK BELOW.

REVIEW REQUIREMENTS	REFERENCE	DESCRIPTION OF REVIEW STANDARDS REQUIREMENTS
<b>GENERAL REQUIREMENTS FOR ALL FILINGS</b>		
VIRGINIA INSURANCE CODE	<a href="#">Title 38.2 of the Code of Virginia</a>	
NAIC UNIFORM PRODUCT CODING MATRIX	<a href="#">Product Coding Matrix</a>	
NAIC PRODUCT REQUIREMENTS LOCATOR	<a href="#">Product Requirements Locator</a>	The Product Requirement Locator (PRL) is a searchable database containing detailed descriptions of filing and legal requirements.

REVIEW REQUIREMENTS	REFERENCE	DESCRIPTION OF REVIEW STANDARDS REQUIREMENTS
COPIES, RETURN ENVELOPES, ETC.	<a href="#">Administrative Procedure</a>	A complete copy of the filing must be sent for each company with a reply copy and self addressed stamped envelope if a stamped acknowledgment is desired.
COVER LETTER AND EXPLANATORY MEMORANDUM	<a href="#">Administrative Letter 1983-7</a> <a href="#">Administrative Letter 2005-02</a>	The cover letter must contain the NAIC number, full name of each company for which the filing is being submitted, and the proposed method and date(s) of implementation (see next section.) The cover letter or explanatory memorandum should indicate the forms, rules or rates that are being withdrawn or replaced. Companies may use a fully completed and signed NAIC Uniform Transmittal Form in lieu of a cover letter.
EFFECTIVE DATE WORDING/ IMPLEMENTATION METHOD FOR COMPANY FILINGS	<a href="#">Administrative Letter 2005-02</a>	The cover letter or NAIC Uniform Transmittal Form must request the implementation method selected for the filing e.g. "policies effective", "policies written", "policies issued or delivered" and/or "policies processed" and state the specific implementation date. The method of implementation selected for each filing must be specific and applied consistently to each company named in the filing.
EFFECTIVE DATE WORDING/ IMPLEMENTATION METHOD FOR RSO FILINGS	<a href="#">Administrative Letter 2005-02</a>	If the company desires an implementation method other than the method designated by the company's authorized RSO, the company must submit a filing prior to the implementation effective date of the RSO filing providing the Bureau with the method of implementation selected by the company. Another option would be for the insurer to submit a manual rule, applicable to the program(s) filed on its behalf by an RSO, indicating the implementation method that the company will use for all filings in lieu of the implementation method proposed by the RSO. For example, the rule could be similar to the following, "All filings submitted on our behalf by the RSO will be implemented on a policy effective date basis."
FILING SUBMISSION	<a href="#">Administrative Procedure</a>	Filings (other than installment payment plans) must be made separately by line of insurance and/or by program and include a complete copy of the filing for each company to which it applies. Group filings must be sorted and collated by company. This also applies to replies to correspondence and to re-submissions.

REVIEW REQUIREMENTS	REFERENCE	DESCRIPTION OF REVIEW STANDARDS REQUIREMENTS
THIRD PARTY FILERS AUTHORITY - Insurer may authorize a third party (other than an RSO) to make filings on its behalf.	<a href="#">VA Filing Guidelines Handbook</a>	Either a completed and signed filing authorization form granting authority to make the filing or a signed original letter referencing the specific filing must accompany filing.
FORMS LISTS	<a href="#">VA Filing Guidelines Handbook</a>	An updated list of forms in numerical order, including form numbers, edition dates, and titles, must be provided with every filing that includes forms. The notation of “mandatory” or “optional” for non-premium bearing forms on the forms lists suffices for a manual rule.
RATE AND/OR RULE PAGES REQUIRED	<a href="#">§ 38.2-1906 Administrative Procedure</a>	The company must provide the rates and supplementary rate information on 8-1/2x11” size paper. The rate and /or supplementary rate information pages should not be labeled as “Exhibit” or contain similar reference. Rate and supplementary rate pages should be labeled with the company or group name and the program type or name. A rating rule is required for each premium bearing form.

**The Commercial Multilines Rates and Forms Section handles boiler and machinery insurance filings. Please contact this section if you have questions or need additional information about this line of insurance.**

I hereby certify that I have reviewed the attached Commercial Multiline Boiler and Machinery filing and determined that it is in compliance with the items listed in the Commercial Multiline Boiler and Machinery Review Standards Checklist and the Boiler and Machinery PRL.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_ Phone No: ( ) \_\_\_\_\_ FAX No: ( ) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_